



## **MAYOR AND CITY COUNCIL - CHIEF OF STAFF**

### **Purpose:**

To actively support and uphold the City's stated mission and values. The primary role of Chief of Staff is to carry out highly responsible and complex assignments from the Mayor to accomplish City objectives; to perform professional level duties involved in the research and analysis of complex municipal policy issues for the Mayor and City Council; to serve as a communication and policy liaison between the Mayor's Office, the City Council, the City Manager's Office, other City departments, and the general public; and to provide supervision of support staff for the Mayor and City Council.

### **Supervision Received and Exercised:**

Receives direct supervision from the City Manager.

Exercises direct supervision over professional and administrative staff assigned to the Mayor and City Council.

### **Distinguishing Characteristics:**

This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice. Moreover, the Mayor and City Council – Chief of Staff serves at the discretion of the incumbent Mayor and City Councilmembers.

The Mayor and City Council – Chief of Staff must be politically astute and sensitive to issues or requests that have the potential for controversy.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Works with the Mayor to identify the needs of the city and to accomplish Mayor and City Council strategic objectives.
- Ensures the Mayor and City Council are fully informed on all policy matters requiring attention.

## CITY OF TEMPE

### Mayor and City Council Chief of Staff (continued)

- Briefs and advises the Mayor and City Council on matters of concern and prepares position statements for consideration;
- Performs research on assigned problems, issues, or programs; analyzes findings and recommends changes in policies or procedures;
- Coordinates the work of Committee of the Whole and ensures resulting information is accurately communicated to Mayor, City Council, City Manager and City departments;
- Prepare reports, memos or verbal updates on matters of significance at the direction of the Mayor or individual Councilmembers to ensure elected officials and senior management team are informed of current status of significant programs, issues or events.
- Provides or serves as liaison between the Mayor and City Council and administrative staff, City departments, citizens or community organizations;
- Develops and monitors administrative policies and procedures for staff to process the flow of work and carry out goals and objectives of the Mayor and City Council;
- Directs staff work necessary to accomplish programs or projects of interest to the Mayor and City Council;
- Oversees and directs the work of the Tempe 311 division and staff;
- Prepares, edits and reviews correspondence from the Mayor and City Council to citizens, organizations or community groups;
- Accompanies or represents the Mayor at various meetings and ensures that the Mayor receives all necessary background information;
- Prepares or directs reporting staff to accumulate material and research for drafts of speeches, articles, editorials, and policy statements delivered by the Mayor and City Council;
- Prepares budget and reviews and approves all expenditures in the Mayor/Council Office;
- Attends City Manager's agenda meetings;
- Attends City Council meetings; prepare City Council consensus reports.
- Performs other job related duties as assigned.

## **Minimum Qualifications:**

### **Experience:**

Equivalent to three years of full-time, professional experience in program administration, research or finance, preferably in municipal government. Experience working with elected officials is preferred.

### **Education:**

Requires a Bachelor's degree from an accredited college or university with major course work in business administration, public administration or other degree related to the core functions of the position. A Master's degree is highly preferred.

### **Licenses/Certifications**

None

### **Examples of Physical and/or Mental Activities:**

- Work in a stationary position for considerable periods of time
- Work alone for extended periods of time
- Operate computers, calculators and other office machines using repetitive hand/eye movement
- Considerable reading and close vision work
- May require working extended hours

### **Competencies:**

<http://www.tempe.gov/home/showdocument?id=26274>

**Job Code: 011**

**Status: FLSA Exempt / Unclassified**